

on the Record, @Online

News about South Carolina's state and local government records management
from the South Carolina Department of Archives & History

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For publications and further information about our services to
state and local governments, check our [WEB](#) page.

Mark Your Calendars: Records Management Conference, April 25, 2006



The Archives will hold its second full-day records management conference at the SC Archives and History Center on Tuesday, April 25th. The conference will feature sessions and tours of both the Archives and History Center and the State Record Center. In addition to sessions on Archives' requirements and recommended practices, there will also be a concurrent track of disaster preparedness and recovery sessions. For

further information and a registration form, [follow this link](#).

Grant Awards for Edgefield & Hampton County Records

The [SC State Historical Records Advisory Board](#) (SC SHRAB) recently awarded grants for the preservation of and access to historically significant county records:

Edgefield County Archives: Funds to microfilm historical records being identified and arranged under guidance of a consultant (first cycle regrant project).

Documents for filming include estate papers and, as funds permit, coroner's reports and inquisitions, general sessions criminal cases, deeds, plats, and other historical documents. Amount awarded: \$4,999. Project Contact: Tricia Price Glenn, arch-@edgefieldcounty.sc.gov.

Hampton County: Funds to microfilm the following historically valuable records: county commissioners minute books (1888-1904), Democratic club rolls (1897-1916, some have suffered water damage), and auditor's tax duplicates (1878-1900, treasurer's tax duplicate for 1892 will be filmed to substitute for missing auditor's tax duplicate for that year). Amount awarded: \$4,350. Project Contact: Aline Newton, an_hcc@hargray.com.

SC SHRAB funding for the [regrants](#) is made possible by a grant from the [National Historical Publications and Records Commission](#).

Judicial Department Project



Watercolor painting of Supreme Court Building by Larry Lebby

The Archives' electronic records program development project recently moved into phase two, working with records of the South Carolina Judicial Department. This phase is part of the three-year project funded with a grant from the [National Historical Publications and Records Commission](#), a branch of the National Archives. As in phase one with the Department of Social Services, the goals for the

Judicial Department are to develop some practical policies and methodologies that the agency can use in managing its electronic records and to test approaches for providing long-term preservation of and access to archival electronic records. In addition to providing the Judicial Department with electronic records management guidance, other products will include a complete update of the agency's record retention schedule and a test of the *Trustworthy Information Systems Handbook (TIS)* criteria. The *TIS Handbook* is part of the [Electronic Records Management Guidelines](#) developed during phase one of the project.

Sale of Public Records: Archives Website Statement

The Archives' website has a statement on the sale of government records on eBay and other online and onsite auctions. Be sure to read about the legal issues involved at <http://www.state.sc.us/scdah/DocumentSale.htm>

From our Collections

[Collection Curiosities](#), a sampling of images from the holdings of the Archives, is now on-line. Included are some Plats and Town plans.

New Planning Process Begins

The Archives will soon begin work on a new strategic plan and the [SC State Historical Records Advisory Board](#) is developing a new state plan for historical records. As there is some overlap of the Archives and the SC SHRAB interests regarding state and local government records (with the SC SHRAB also concerned



Edisto Island Plat, 1817

with non-government historical records and repositories), information gathering and planning efforts will be coordinated. Over the next several months many of you will be asked to participate in surveys and focus/issues groups as the Archives and the SC SHRAB engage in an extensive information-gathering process. For a copy of the Archives' most recent Strategic plan, see: <http://www.state.sc.us/scdah/stratplan200104.htm>, and the SC SHRAB's most recent state plan, see: <http://www.state.sc.us/scdah/shrab/shrabplanversions.htm>

News from the Wider World

National Archives draft guidance for improving e-records management

http://www.gcn.com/vol1_no1/daily-updates/37552-1.html

5015.3: New Version of Department of Defense Records Management Software Standard from *Government Computer News*, October 18, 2005

http://www.gcn.com/vol1_no1/daily-updates/37320-1.html

Association of Information and Image Management Electronic Records Management Certificate Program

<http://www.aiim.org/education/erm.asp>

Massachusetts Continues Open Document Debate, from CNET News.com, December 15, 2005

<http://news.zdnet.co.uk/software/applications/0,39020384,39242058,00.htm>

A Final Word

2005 was a significant year for at least one reason – The [SC Public Records Association](#) (SCPRA) celebrated its tenth anniversary. If you were not able to attend the fall SCPRA conference in Myrtle Beach, you missed a great opportunity to network with other state agency and local government records managers and learn more about important aspects of information and records management. I had the opportunity to address the conference attendees on recent developments in and the future directions of the Archives' public records program. The slides from that presentation are available [online](#). I am now serving as co-chair of a national task force on the [archival records of local governments](#), and will keep you posted on developments and recommendations that might be useful in South Carolina. Finally, the Archives is updating its disaster preparedness and recovery program. This includes not only a [website](#) of useful information but also the development of training sessions (to be launched at the Archives' [records management conference](#)), and purchase of recovery equipment and supplies needed for response to disasters at state agencies and local governments.

As always, if you have any comments or suggestions about the Archives' records program, please feel free to contact me.

[Roy H. Tryon](#), CA, CRM

State Archivist and Records Administrator



Links

ARM Conference

www.state.sc.us/scdah/2006armconfagenda.htm

SC State Historical Records Advisory Board (SC SHRAB)

www.state.sc.us/scdah/shrab/shrab1.htm

SC SHRAB regrant funding

www.state.sc.us/scdah/shrab/regrantmain0406.htm

National Historical Publications and Records Commission (NHPRC)

www.archives.gov/nhprc/

Electronic Records Management Guidelines

www.state.sc.us/scdah/erg/erg.htm

Sales of Public Records

www.state.sc.us/scdah/DocumentSale.htm

Archives' strategic plan

www.state.sc.us/scdah/stratplan200104.htm

SC SHRAB state plan

www.state.sc.us/scdah/shrab/shrabplanversions.htm

National Archives draft e-records guidance

www.gcn.com/vol1_no1/daily-updates/37552-1.html

New DOD RMS Standard

www.gcn.com/vol1_no1/daily-updates/37320-1.html

AIIM Electronic Records Management Certificate Program

www.aiim.org/education/erm.asp

Massachusetts Continues OpenDocument Debate

<http://news.zdnet.co.uk/software/applications/0,39020384,39242058,00.htm>

SC Public Records Association

www.scpa.org

SCPRA Presentation

www.palmettohistory.org/scpra/future/index.htm

National Task force on archival local records

www.statearchivists.org/lga/

Disaster Preparedness website

www.state.sc.us/scdah/disaster.htm

ARM Conference

www.state.sc.us/scdah/2006armconfagenda.htm

Collection Curiosities

www.palmettohistory.org/exhibits/curiousintro.htm